

## CGHR

A NEWSLETTER FOR THE COAST GUARD  
HUMAN RESOURCES COMMUNITY



JANUARY 8, 2013

### ON THE RADAR SCREEN

#### **Dave Ramsey Financial Peace University**

Take some time to reflect on the status of your personal finances and make a personal commitment to enhance your financial health.



12 weeks, beginning January 9 • Transpoint Room 2501 • 12:05 PM - 1:30 PM

The course introduction can be viewed at the following link in the VBrick featured content at: <http://hqsms-vbweb-001/>. Please note that VBrick is only available at CG Headquarters Transpoint and Jemal buildings. If you have questions, please contact CWO Terry Reese at: [terry.w.reese@uscg.mil](mailto:terry.w.reese@uscg.mil) or (202) 372-2896.

American Management Association webinar  
(registration required)



#### **Real Influence: Persuade Without Pushing and Gain Without Giving In**

In this post-pushing, post-selling world, influence can no longer be viewed as something you do to someone to get what you want. People today are more aware than ever before about self-serving tricks and tactics being used on them.

Wednesday, January 16 • 12:00 PM - 1:00 PM EST

To register, go to <http://www.amanet.org/training/webcasts/Real-Influence-Persuade-Without-Pushing-and-Gain-Without-Giving-In.aspx>

#### **How Innovative Companies Leverage Workforce Metrics and Analytics**

Human capital analytics have been around in some way, shape or form for over 20 years. But are human capital analytics really valued by business leaders? Do the analytics really provide insight to, or drive, business performance? The true answer to these questions is generally "no."

Wednesday, February 6 • 12:00 PM - 1:00 PM EST

To register, go to <http://www.amanet.org/training/webcasts/How-Innovative-Companies-Leverage-Workforce-Metrics-and-Analytics.aspx>

Competitive Solutions webinar  
(registration required)



#### **Business Scorecard Best Practices for a Successful 2013**

With the start of a New Year many organizations adjust their missions and plan to make changes to improve overall performance results over the next 12 months. However, when looking at making adjustments to their scorecards, it can be challenging to know what to keep, what to change, and where to begin making those changes.

Wednesday, January 30 • 10:00 AM

To register, go to <http://processbasedleadership.com/webinar-registration/>

**Federal Employee Engagement:**

*The Motivating Potential of Job Characteristics and Rewards*, MSPB report, December 2012  
This report examines motivation levels in the Federal workforce and discusses steps that Federal agencies can take to enhance employee engagement and performance.

<http://www.mspb.gov/netsearch/viewdocs.aspx?docnumber=780015&version=782964&application=ACROBAT>

**Four Tips For Finding Great Career Mentors**

<http://www.forbes.com/sites/lisaquast/2013/01/02/4-tips-for-finding-great-career-mentors/>

**Five Tips To Be A Better Communicator**

<http://www.companyfounder.com/2012/11/five-tips-to-be-a-better-communicator/>

**Five Common Blunders in Written Content**

<http://www.inkhouse.net/five-common-blunders-in-written-content/>

**Seven Types of Misspellings**

<http://www.dailywritingtips.com/7-types-of-misspellings/>

**10 words everyone should know how to pronounce**

<http://www.primermagazine.com/2008/learn/10-words-you-mispronounce-that-make-people-think-youre-an-idiot>

**17 email etiquette tips**

<http://ctsmithiii.wordpress.com/2012/03/30/17-tips-on-being-more-productive-with-email/>

**10 Signs You Love Your Job (Really)**

<http://www.recognizethisblog.com/index.php/2012/10/10-signs-you-love-your-job-really/>

**What's Your Style Under Stress? *Take the Assessment and Find Out.***

How do you react when conversations suddenly move from smooth and easy-going to tense or awkward? Do you retreat into silence? Do you go on the attack? Or do you do your best to keep the conversation calm and focused on the issues at hand?

Crucial conversations take place when the stakes are high, opinions differ, and emotions run strong. Handling crucial conversations well can dramatically improve your personal relationships, your career progress, and your work team's performance.

Take this 33-question test ([online](#), [pdf](#)) to explore how you typically respond when you're in the middle of a stressful situation. Have your friends, colleagues, or family members take the test as well. The answers may surprise you.

**What you should know about the flu season**

<http://www.cdc.gov/flu/about/season/flu-season-2012-2013.htm>

**Seasonal Flu Prevention Tips**

<http://www.uhs.berkeley.edu/home/news/pdf/flutips.pdf>



- ◆ When traveling, put your office address and cell numbers on your luggage tags. A baggage handler will know that you are not home.
- ◆ Remove all address information from your parked car at the airport. Anyone who breaks into your vehicle would know you are not home and have your address and garage door opener.
- ◆ When leaving your home for daily routine, be sure to vary times and direction of travel. Repetitive actions are a gift to burglars who are on the prowl for their next victim.
- ◆ Turn down the volume on your answering machine so burglars cannot hear that no one is home if the phone should ring.
- ◆ If your last name is posted on your mailbox, a burglar can get your listed phone number from information. By ringing your phone with no answer, they would be able to assume you aren't home.
- ◆ Place timers on a few of your inside lights to give the appearance that someone is home. It is always smart to vary the time every few days so a pattern is not realized, if you are being cased.
- ◆ Don't hide keys outside your home as they will be found. Leave a spare with a trusted neighbor instead.
- ◆ Leaving ladders, tools, bicycles, kids toys outside your home can trigger a burglar's impulse, even if that was not on their schedule that day.
- ◆ When checking out of a hotel that uses the credit-card type room keys, do not return the key to the reception desk; take it home and cut it up or shred it. The key card may contain your name, address, check in and out dates, and your credit card number and expiration date. Hotel employees have been arrested for taking handfuls of key cards home and using a scanning device to access information and go shopping at your expense!
- ◆ A quality deadbolt lock on all perimeter doors is always your first line of defense. A door is most often the point of entry for an intruder.
- ◆ If you arrive home and see signs of entry, DO NOT ENTER the house. Go to the neighbors to call for help and be on the lookout for strange cars or people near your home.
- ◆ If you just moved in to your home or business, you should change the key cylinders on all locks, as you don't know who has a copy of the key.

*Source: SSO Coast Guard Security Newsletter, November and December 2012*

### **10 tips for staying safe online**

1. **Use Familiar Websites:** Search results can be rigged to lead you astray, especially when you drift past the first few pages of links.
2. **Look for the Lock:** Never ever, ever buy anything online using your credit card from a site that doesn't have SSL (secure sockets layer) encryption installed—at the very least. You'll know if the site has SSL because the URL for the site will start with HTTPS instead of just HTTP.
3. **Don't Tell All:** No online shopping store needs your social security number or your birthday to do business.
4. **Check Statements:** Go online regularly during the holiday season and look at electronic statements of your credit card, debit card, and checking accounts.
5. **Inoculate Your PC:** Protect against malware with regular updates to your anti-virus program.
6. **Use Strong Passwords :** Make sure to utilize uncrackable passwords, but it's never more important than when banking and shopping online.
7. **Think Mobile:** There's no real need to be any more nervous about shopping on a mobile device than online. The trick is to use apps provided directly by the retailers.
8. **Avoid Public Terminals:** It's a bad idea to use a public computer to make purchases. If you do, just remember to log out every time you use a public terminal.
9. **Privatize Your Wi-Fi:** Only use the wireless if you access the Web over a virtual private network (VPN) connection. Stick to known networks, even if they're free, like those found at Starbucks.
10. **Count the Cards:** Stick to the source when you buy one; scammers like to auction off gift cards on sites like eBay with little or no funds on them.

*Source: SSO Newsletter, November 2012*

## RECENT FLAG VOICES

**Flag Voice 364** - CGMA Adoption Grant Program - <http://www.uscg.mil/hr/flagvoice/fv364.asp>

All Flag Voices are online at <http://www.uscg.mil/hq/cg1/flagvoice/default.asp>

## SEMPER PARATUS

Back issues of CGHR are archived on CG Portal - <https://cglink.uscg.mil/2dfb4a63>  
(path: Communities > Human Resources Community of Practice > Human Resources Library > CGHR)

VOLUNTEER REPORTERS WANTED. Your story ideas and events are always welcomed. Send them to the [CGHR Editor](#).

The next issue of CGHR: On the Radar Screen will be sent on February 5.

## RECENT MESSAGES

ALCOAST 001/13: 2012 NATIONAL COAST GUARD RESERVE AWARDS SOLICITATION - [http://www.uscg.mil/announcements/alcoast/001-13\\_alcoast.txt](http://www.uscg.mil/announcements/alcoast/001-13_alcoast.txt)

ALCOAST 536/12: SOLICITATION FOR NOMINATIONS FOR COMMANDANTS LEADERSHIP, EXCELLENCE, AND DIVERSITY (LEAD) COUNCIL MEMBERSHIP - [http://www.uscg.mil/announcements/alcoast/536-12\\_alcoast.txt](http://www.uscg.mil/announcements/alcoast/536-12_alcoast.txt)

ALCOAST 535/12: NEW YEARS RESOLUTIONS - [http://www.uscg.mil/announcements/alcoast/535-12\\_alcoast.txt](http://www.uscg.mil/announcements/alcoast/535-12_alcoast.txt)

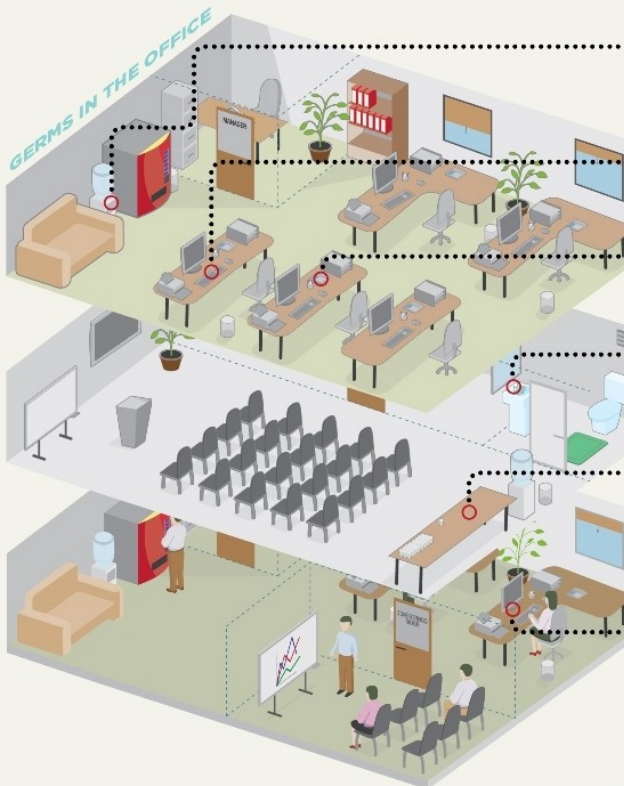
ALCOAST 505/12: 2012 ORGANIZATIONAL ASSESSMENT SURVEY (OAS) RESULTS - [http://www.uscg.mil/announcements/alcoast/505-12\\_alcoast.txt](http://www.uscg.mil/announcements/alcoast/505-12_alcoast.txt)

Messages authorized for internet release are available on the WWW at [www.uscg.mil/announcements/](http://www.uscg.mil/announcements/). The internal message archive is located on CG Portal at <https://cgportal2.uscg.mil/library/generalmessages/SitePages/Home.aspx>



# HOW CLEAN IS YOUR OFFICE?

Millions of people all over the world spend an inordinate amount of time in an office space, working in close proximity with others. This makes them a prime source of germs and illness. So how clean is your office?



## ● Water Cooler

Nearly one quarter of water cooler buttons are considered a serious risk for illness transmission

## ● Keyboards

Most office keyboards contains 70% more bacteria than a toilet seat

## ● Telephones

Office phones have around 25,000 germs per square inch

## ● Taps

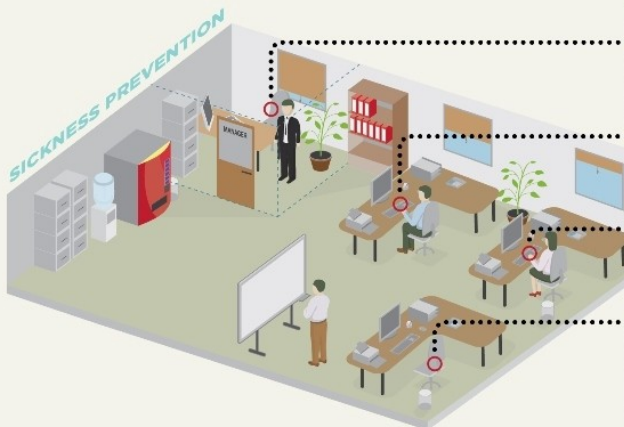
75% of office tap handles are considered a serious risk for illness transmission

## ● Surfaces

Cold and flu viruses can survive for up to 18 hours on hard surfaces. In addition, bacteria increase by up to 31% per day on surfaces that aren't regularly disinfected

## ● Office Desks

Office desks have been found to be more than 400 times dirtier than a toilet seat. The area where your hands rest has around 10,000 bacteria on average



## ● Working Sick

72% of workers feel that working sick spreads diseases in the office

## ● Washing Hands

78% wash their hands often to help prevent the spread of disease

## ● Cleaning

30% of workers clean their phone, keyboard and desk to kill germs

## ● Calling In Sick

Despite it being the best way to prevent the spread of disease, 52% of workers feel bad calling in sick

## What To Do

Wash your hands regularly

Disinfect your desk, keyboard, mouse and phone

Carry antibacterial hand gel and use it often

Disinfect your hands after using the kitchen

Disinfect your hands after using the bathroom

Stay at home if you're unwell

Use trained, reputable cleaners

## What To Avoid

Avoid unnecessary handshakes\*

Avoid coming in when you're ill

Avoid meetings where you know people are ill

Avoid placing food straight onto solid surfaces

Avoid eating at your desk\*\*

Avoid using other people's phones

Avoid cheap or untrained cleaners

\*80% of infections are spread through hand contact \*\*Eating at your desk can cause food to fall into your keyboard, making it an ideal place for bacteria to survive and multiply